

Housing Welcome Center
FURNITURE AND APPLIANCE AGREEMENT

NAME _____ RANK _____ SSN _____ DATE _____

APPLICANTS MUST INITIAL, SIGN AND DATE INDICATING CONCURRENCE/UNDERSTANDING

THERE ARE NO SCHEDULED APPOINTMENTS FOR DELIVERIES OR PICK-UPS.

You may call the Pinetamare Housing office at 081-509-3311 after 3:30 PM the day prior to delivery/pick-up and be told if you are in the AM or PM time slot. Many things can affect the schedule, including weather, traffic, and road conditions, bad maps and missed appointments.

Initials

_____ I understand that it is my responsibility to schedule my delivery, pick-up, or transfer in person at one of the housing offices located at Support Site, Capodichino or the Pinetamare Warehouse.

_____ I understand that any changes to my requests must be completed in person 24 hours prior to my scheduled time slot at any of our housing offices.

_____ I understand I WILL BE CHARGED for MISSED appointments.

_____ I understand that I will take delivery of my loaner furniture/PFTF on my chosen day and insure it's proper placement.

_____ I understand that it is my responsibility to insure the furnishings that I choose will fit into my residence. There is a charge for any replacements to my furnishings because of my error in selection.

_____ I understand that all Loaner Furniture is for a **90-day period ONLY** and that it is **my responsibility** to make arrangements for Pick Up prior to the expiration of the 90-day period. If my household shipment should be delayed and I need more than 90 days, I will submit a letter to the Director of Facilities, Navy Family Housing, PSC 810 Box 7, FPO AE 09619-1007, asking for an **EXCEPTION TO POLICY** citing my justification.

_____ I understand that it is my responsibility to inform the Pinetamare Warehouse Office if I should change residences, **before** relocating any government owned furnishings. I must provide my new address, a map and copy of my lease contract.

_____ I understand that it is my responsibility to return to the Pinetamare Warehouse all Loaner Furniture, PFTF, and Self-Help property prior to my permanent change of duty station, retirement or detachment from the military.

_____ I understand that if any service is needed to my appliances or Partial Full Tour Furnishings I will call the Pinetamare Warehouse at 509-3311 to schedule repair. All repairs for appliances will be scheduled for, "AM" 8:00 to 1:00 or "PM" 12:00 to 6:00. **THERE ARE NO SCHEDULED APPOINTMENTS.**

I understand that I am responsible for the condition and upkeep of all government issued equipment, appliances and furnishings in my possession. Under no circumstances will I store any equipment outside my dwelling. I will examine each item at time of delivery and pick-up. I will be charged for any and all repairs, replacement or cleaning beyond normal wear and tear. I will contact the Pinetamare Warehouse Office concerning any charges before my departure.

Applicant's Signature _____ Date: _____

Counselor's Signature _____ Date: _____